### APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF NUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

, ·	npleting this form contact DHR Records Management Unit 56-4976 GIST: 221-4983	, 47 Trinity Avenue, Atlanta, Georgia
DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date	Division of Physical Health	Application Number
	Vital Records Section	711 1110 1
April 21, 1980	Room 217-H	/4-410-A
Application Number	47 Trinity Avenue, S. W.	Date Received Date Completed
DHR 80-15	Atlanta, Georgia 30334	APR 2 2 1980   MAY 2 7 1980
2. Person to Contact	/ // / Working Title	Telephone Number
Michael	Lavoie Director, Vital Reco	rds Service 656-4750
3. Action Requested		·
4	le; record will continue to accumulate.	
1	ation; no further accumulation anticipated.	
c. Amend Application No.	74-410-A Check One: ☐ Change;	cede; ☐ Void
4. Dates of Series	6. Records Series Title (followed by title used in office; if differen	t)
Earliest Letest	n t n t of Tulus of Manuscapitan	if Programmy (Abortion) Files
1 '	Georgia Report of Induced Termination	of Freguaticy (Abortion, Files
1/1/75   present		
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establishment of heal and dental health of program of registrati annulments of marriag The Vital Records Sec certification, and pr	nation of the physical health programs throughout Georgeth standards for business, housing, and field operation adults and children; the diagnosis and control of discon, statistical coding, certification, and preservatione, and deaths that occur each year in the State.  tion has the responsibility to provide services for the eservation of records of birth, death, fetal death, mailegitimation of births which occur each year within the state.	ns; the improvement of the physical eases; and the daily State-wide n of births, marriages, divorces, e registration, statistical coding, criage, divorce, annulments of mar-
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	This file contains the following documents linclude form numbers as orting induced terminations of pregnancy	
which shows faciliof birth, whether town, county, and education; princ menses began; phypregnancy termina date of last feta dures; complicat duction, if any; cian.  The file is arranged: numerically by ce		nation, residence by city/ s, race, origin or descent, egnancy; date last normal is live births; all other date of last live birth; pes of termination proce- es following successful in- mame and address of physi-  ds Service.
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	; Legal-size drawers ; Shelves / reports ar	nd 1 magnetic tape

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YES I NO	10 Questionnaire	(Place an "X" in the proper solumn)		<b>4.</b>
x		ial copy of the series?		
x	b. Does the series	contain confidential information required in Public Health Law 88-	ing security handling? If yes, cite law or regulation.	y, makai, ma 1979 in 1984, iy <mark>balay y</mark> alanat masakan yaya yalan masakan in m
x	AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	cord? statistical informa		and the state of t
x		have historical or long term research vel		
	•		ry to keep the entire file for a long period, could the	e documents
X	be scheduled se		d? If yes, stech copy. Georgia Vital and	Health Statistics
				published annually
x	If yes, steach of	epy.	Georgia Vital and	l Health Statistics
x	h. Is there a dup(i if yes, where?	cation of this series in your office, or in	another office or agency?	
X		r a major portion of it) regularly microfi		
х	j. Does the record	series result in a computer printout?	error list	
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c. Fe	deral lew	Years.	f. Federal retantion instructions	
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- A	and Cinnadalan Instrum	<b>4</b>		
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guardian, or legal representative. Such new certificates shall not be marked "amended."

- (d) Upon receipt of a certified copy of an order to legitimate a child, or a certified copy of an adjudication of paternity, or an affidavit signed by the natural parents whose marriage had legitimated a child, the Director shall register a new birth certificate if paternity was not shown on the original certificate. Such certificate shall not be marked "Amended."
- (e) An order from the superior court shall be required to change the year of birth, to correct a delayed birth certificate, or to remove the name of a father from a birth certificate on file.

(Acts 1964, pp. 499, 593; 1969, pp. 715, 716.)

Editorial Note.—Acts 1969, pp. 715, 716, added the second sentence to subsection (c).

88-1722. Preservation of records.—The department is responsible for the preservation and maintenance of birth, death, fetal death, marriage, divorce, and annulment of marriage records. To preserve the original documents, it is authorized to prepare typewritten, photographic, or other reproductions of original records and files in its office. Such reproductions, when certified by it, shall be accepted as the original record.

(Acts 1964, pp. 499, 594.)

88-1723. Disclosure of records.—(a) To protect the integrity of vital records, to insure their proper use, and to insure the efficient and proper administration by the department, it shall be unlawful for any person to permit inspection of, or disclose information contained in vital records, or to copy or issue a copy of all or part of any such record except as authorized by regulation or when so ordered by a superior court: Provided, however, that the provisions of this subsection shall not apply to records of marriages, divorces, and annulments of marriages filed in the office of the ordinary or the superior court as the case may be.

(b) Information in vital records indicating that a birth occurred out of wedlock shall not be disclosed except as provided by regulation or upon the order of a superior court.

(c) Appeals from decisions of the custodian of local records refusing to disclose information or to permit inspection of or copying of records under the authority of this section and the regulations issued hereunder shall be made to the department, whose decision shall be binding upon the local custodian of permanent records. The decision of the department shall be subject to review as provided in Chapter 88-3 of this Title.

(d) Provided, however, the restrictions in this section shall not prohibit the official organ or newspaper of a county from publishing the names and addresses of births and deaths: Provided, further, that such official organ or newspaper shall not publish the name and address of any illegitimate child's birth or its mother when shown on such records.

(Acts 1964, pp. 499, 594; 1965, p. 651.)

### GEORGIA - REPORT OF INDUCED TERMINATION OF PREGNANCY

CONFIDENTIAL INFORMATION FOR STATISTICAL AND HEALTH USE ONLY

. TYPE	FACILITY CASE IDENTIFICATION		1.		DEPARTME	NT OF	HUMAN F	RESOURCES		[	State Fil	110			
OR PRINT IN PERMANENT		not hospital or clinic give	ddress)			CITY	, TOWN OR	LOCATION OF	PREG				TY OF PR	EGNANCY TE	RMINATION
BLACK OR BLUE-BLACK						1b.						16.			
INK	AGE OF PATIENT	DATE OF BIF	E OF BIRTH (Mo., Day, Year) PAT			PATIENT I	PATIENT MARRIED? (Yes or No) DATI		TE OF PREGNANCY TERMINATION (Mo., Day, Year			(Mo., Day, Year			
	2a. RESIDENCE - STATE		2b. RESIDENCE	- COUNTY			2c.	E - CITY, TOV	NN OR	LOCATION	3.			INSIDE	CITY LIMITS?
	4-		44				40							(Yes or I	
SEE HANDBOOK FOR	RACE (White, Black, An (Specify)	nerican Indian, Etc.)		N OR DESC!	ENT (Mexican, Pue fy)	rto Rici	en, German,	EDUCATION Ele	Speci m. or \$	fy highest grade ec. (0 – 12)	complet	ed)		College (1 - 1	-
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	190.					196.									

Form 3984 (Rev. 5-79) GEORGIA DEPARTMENT OF HUMAN RESOURCES - VITAL RECORDS SERVICE



AR-60-71; Rev. 76

### APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to

s and History, Records Management Division, 330 Capitol dection.	Avenue, Atlanta, Georgia, 30334,
1. Agency Address Ga. Dept. of Human	FOR RECORDS MANAGEMENT USE
	Application Number
	74-410-A
	Date Received Date Completed
Atlanta, Georgia 30334	APR 1 2 1978   MAY 2 3 1978
Working Title	Telephone Number
Director, Vital Rec	
cumulation; no further accumulation anticipated.  Mate  10, 47-410 74-410 Check One:  Change;	used by two units: al Records; and ernal/Child Health e: U Void
at induite arise time perametay and descripting, a divi	erancy
Certificate of Abortion or Stillbi	irth Files
What is the function of the Division and the Office in w	which this record series is created?
has the responsibility to provide sal coding, certification, and presert death, marriage, divorce, annulmentation of births which occur each year of the Perinatal Program has the responsitor the Medically High Risk Pregnate contracts for Certified Nurse Midword ce to private and public agencies with ions and provide training; develop istrative policies and procedures; plan; maintain an evaluation system.  This file contains the following documents (include form numents that the following documents (include form numents that the following documents (include form numents that the file.)  [5)-4 (Rev. 8-74) [Certificate of Alle of facility, county of location;	services for the regis- rvation of records of nts of marriage, adop- ar in Georgia.  nsibility to establish ancy Program; develop wife Programs; offer ith CNM; process granny and update medical, prepare the State-wide em; develop and provide  nbers and titles, if any): fetal deaths.  bortion or Stillbirth] patient's maiden last
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	Resources/ Div. of Physical Health Vital Records Unit - Room 217-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334  Working Tite  Director, Vital Records Unit - Room 217-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334  Working Tite  Director, Vital Records Will continue to accumulate form - to comulation; no further accumulation anticipated. Mate 16, 47-410 74-410 Check One: Change; E Superced 5. Records Series Title (followed by title used in office; if difficent in the series of the Division and the Office in what is the function of the Division and the Office in what is the function of the Division and the Office in what is the function of the Division and the Office in what is the function of the Division and the Office in what is the function of the Division and the Office in what the responsibility to provide all coding, certification, and present death, marriage, divorce, annulmed attoin of births which occur each year to be death, marriage, divorce, annulmed attoin of births which occur each year to be contracts for Certified Nurse Middle to private and public agencies which are some positions and provide training; develop istrative policies and procedures; plan; maintain an evaluation system. This file contains the following documents (include form num Attach samples of the file.  Porting abortions, stillbirths, and  (5)-4 (Rev. 8-74) [Certificate of All e of facility, county of location; birthplace, years of school completely limits, marital status, previous nalive, weight of baby; contracepter of living children; number of disgnature of physician or other a methods of induction and whether owing successful induction; immediately by certificate number assigned Maternal/Child Health (beginning How often are records referred to which are:  3 : Seven to twelve months old 2-3 : Thirteen to the fleeords in the fleeord

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x				dential information th Law 88-	n requiring security handling? If yes, 1723 (pg. 136)	, cite law or regulatio	n.
x						age 126)	
х		d. Does this serie	s have historica	al or long term rese	earch value? Ga. Pub. H1th. I	aw 88-1703(	pg. 127)
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x		g. is the informa		in this series ever	analyzed and/or recorded in a summa	rized report?	
	х	h. Is there a dup		series in your offic	e, or in another office or agency?	<u> </u>	
ĸ.	٤	i. Is this series /	or a maior porti	ion of itl regularly	microfilmed?		
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(Reverse Side)

page 3

- 6. training for prenatal services; compile and prepare annual reports for the Title V MCH Report; process abortion surveillance reports; monitor prenatal sterilization services; and maintain the library of prenatal films.
- 7. spontaneous abortion or stillbirth; approximate weight of fetus; duration of labor; whether delivery single, twin, triplet, other; when fetus died; weeks of gestation; number of prenatal visits; date of last live birth; date of last abortion or stillbirth; complications related to pregnancy; complications not related to pregnancy; complications of labor; method of delivery; analgesia/anesthesia; congenital anomalies; disposition of fetal remains; date; whether or not autopsy oerformed; name of cemetery or crematory; city or town, county, state, street; signature of mortician; and date.

### 12. Certificate File (continued)

Spontaneous Abortion or Spontaneous Stillbirth Files (Fetal Death)

Vital Records Unit - Cut off file at end of each calendar year; hold in current files area 5 years; retire to State Archives for permanent retention.

(Microfilm certificate file in )
(duplicate each month. Micro- )
(film certificate file in dupli-)
(cate, for preceding year's ac- )
(cumulation, as warranted. )

### Monthly microfilm file

- (1) Send one copy to National Center for Health Statistics. Department of Health, Education, and Welfare. [Note: should this microfilm be returned, destroy].
- (2) hold second copy in Vital Records Office; destroy when annual microfilming is completed.

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# Spontaneous Abortion or Spontaneous Stillbirth Files (Fetal Death) (continued)

## Annual Microfilm File (every 3 or 4 years, as accumulation warrants)

- (1) retire silver original copy to State Archives for permanent retention.
- (2) retain duplicate copy in Vital Records
  Office; destroy when obsolete, superseded, or no longer needed for reference.

### Magnetic Tape (maintained by DOAS)

Security Copy: Upon completion of tape (for each given calendar year), DOAS will be notified by Vital Records Unit to transfer security copy to State Records Center for storage in Archives Building where it will be held ten years; then destroy.

NOTE: Every two years the tape will be returned to the Vital Records Office to be checked for stability of the magnetic bits and, if necessary, for the tape to be re-run and the magnetic bits reinforced.

Working Copy: destroy when obsolete, superseded, or no longer needed for reference.

### Computer Printout (error list)

Destroy when all errors have been corrected.

# GEORGIA DEPARTMENT OF HUMAN RESOURCES Department of Physical Health Vital Records Unit

App1.

#### Description

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CERTIFICATE OF FETAL DEATH (STILLBIRTH) - Documents relating to stillbirths in Georgia. Included is ADM 5.4 (Rev. 1-1-57) (Certificate of Fetal Death /Stillbirth/), which gives the following information: place of delivery; usual residence of mother; name of fetus (if named); date of delivery; sex of fetus; whether delivery single, twin, triplet; if multiple birth, in which order delivered; if mother is married to the father; name of father; maiden name of mother; occupation, industry, birthplace, age, race, of mother and father; length of pregnancy; weight of fetus; previous births to this mother; how many children now living; how many children were born alive, but are now dead; number of previous fetal deaths; when mother's blood tested for syphilis during pregnancy; when fetus died; any congenital deformity of fetus; complications of pregnancy or labor; burial, cremation, removal; name of cemetery or crematory and location; mortician and address; registrar's signature; and date received. The file is arranged alphabetically by county

each month.

#### Disposition

Certificate file - cut off file at end of each calendar year; then hold in current files area 5 years; then retire to State Archives for permanent retention.

Microfilm certificate file in duplicate each month. Microfilm certificate file in duplicate (for preceding years' accumulation as warranted)

Monthly microfilm file -(1) send one copy to National Center for Health Statistics, Department of Health, Education, and Welfare. (2) hold second copy in Vital Records Office and destroy when annual microfilming is completed. Annual microfilm file -(every 3 or 4 years, as accumulation warrants) (1) retire one copy to Archives for permanent retention. (2) keep one copy in Vital Records office; destroy when obsolete, superseded, or no longer needed for reference.